

O/D/OIT Routing Slip

Date 03 SEP 1987

<u>Action</u>	<u>Info</u>	<u>Seen</u>
D		<input checked="" type="checkbox"/>
DD		<input checked="" type="checkbox"/>
Nancy		
Rose		
Terry		
Bill E.		
Dave R.		
C/CSG		
C/EG		
C/DG		
C/OG		
C/MG		
C/TSS		
C/CSPO		
C/A&TPS		

COMMENT:

Ed:
HRP has been in contact
with [redacted] He has agreed
to speak at a future OIT staff
meeting.

Cancel E.
Info copy sent to HRP. } Dave
9/3
aE

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO.

DDA 87-1855

~~OIT/TRIS~~
LOGGED

DATE

2 September 1987

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
D/OIT
2D02 HQS

Ed:

I wish to draw to your attention the enclosed memorandum pertaining to the availability of management training for new DA managers. Please endeavor to take full advantage of this training for our new managers. Let's make sure we fill the FY 88 "quota".

William F. Donnelly

21 August 1987

MEMORANDUM FOR THE RECORD

FROM: STO/DA

SUBJECT: Management Training for new DA Managers

1. One of the problems we have had in the DA since the beginning of my tenure as STO is getting our new managers trained in a timely fashion. Since the introduction of the Managing in CIA and Leading People in CIA, the DA has nominated some 237 managers from Grades GS-7-GS-14. Of those 53 have completed one or both of the programs. This has produced frustration for new managers who have signed up for programs, but have never been confirmed. It has caused frustration for senior managers who have not been able to get their managers trained. And it has caused frustration for OTE and component training officers whose job it is to train the managers.

2. In an attempt to solve this problem directorate training officers, and [] the Chief of Management Training Branch, OTE met on 30 July. The most promising solution discussed that day was to make the courses quota courses. In this way offices could prioritize who they wanted in the programs, a manager could be confirmed for the courses prior to his/her name being submitted to OTE (this would cut down on cancellations), and a manager would know exactly when she/her was scheduled to take the courses.

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3. In the period since then, I have met with [] Chief, Internal Training Branch, Training Support Division, OTE and again with Dick [] to work how we might implement a quota solution. On the advice of Dick [] we decided to keep the quotas informal. Dick says he can usually get between 8 and 12 DA managers in each running of the GS 11-15 Managing and Leading in CIA, and between 14 and 18 in the GS 5-10 versions of the courses.

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4. Beginning immediately, the components of the DA will be given quotas for each of the courses. The Directorate will nominate 8 primaries and 4 alternates to each running of the GS 11-15 courses and 14 primaries and 4 alternates of the GS 5-10 courses. According to [] all those nominated be they alternates or primaries are virtually assured of getting into the course for which they are nominated. Any alternates who do not get into the course for which they are originally scheduled, will be automatically enrolled in the next one. This will enable us to train a minimum of [] and a maximum of [] new DA managers in FY 88. We average as a directorate in the range of [] new managers a year, so this program should enable us to train all our new managers each year.

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5. Another related problem has been insuring that the right people are taking the courses. Managing and Leading People in CIA are courses designed for managers in their first six months of managing. They are also designed for people who manage at least three people, although exceptions have been made, for instance with the Office of Communications. Initially, there was some confusion as the guidelines, and a lot of people were nominated who probably shouldn't have been. To remedy this, OTE is returning to the Directorate all Forms 73 for people who have not already been confirmed. These people will be re-validated and those who qualify re-nominated under the new system.

6. I have discussed this with as well.

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